

GOVERNMENT OF WESTBENGAL
URBAN DEVELOPMENT DEPARTMENT
OFFICE OF THE SUB-DIVISIONAL OFFICER
SALT LAKE SEWERAGE DIVISION,
SECH BHAVAN (GROUND FLOOR), BIDHANNAGAR
SALTLAKE CITY, KOLKATA-700091

MEMO NO. 666

DATE: 08.11.2013

NOTICE INVITING QUOTATION NO.02 OF 2013-14 OF SALTLAKE SEWERAGE SUB-DIVISION UNDER EXECUTIVE ENGINEER, SALT LAKE CONSTRUCTION DIVISION OF URBAN DEVELOPMENT DEPARTMENT, GOVT. OF WESTBENGAL.

Sealed quotations are hereby invited by undersigned for acceptance/ approval of the Special Engineer, Salt Lake Reclamation and Development Circle, Urban Development Department for and on behalf of the Governor of West Bengal, from the resourceful agencies having executed similar nature of works for the works **“Comprehension Maintenance and up-keeping of parks and gardens in AE-Block Green Verge (in two parts) and CE-Block Green Verge at Salt Lake, Kolkata for 1 (one) year.”**

2. Prayer for issue of quotation papers must be addressed to the Sub-Divisional Officer, Salt Lake Sewerage Sub Division, Urban Development Department and to be submitted in the office of the Sub-Divisional Officer, Salt Lake Sewerage Sub- Division, Urban Development Department, Sech Bhavan, Ground Floor Salt Lake City, Kolkata- 700091. Cost of Quotation document is Rs.500/- (Rupees Five hundred) only and to be paid by cash only.

3. Important Dates are as follows:

- a) Last date and time for submission of prayer for issue of quotation paper is 22/11/2013 up to 15:00 hours. One self attested copy of each of the credential/ documents is to be submitted by the intending participants with the prayer for issue of quotation paper.
- b) Last date and time of purchase of quotation papers by the shortlisted applicants is on 26/11/2013 up to 15:00 hours.
- c) Last date of dropping /submission of quotation, in the tender box only , is on 29 /11/2013 up to 14:00 hours in anyone of following offices:
 - I. Executive Engineer, Salt Lake Construction Division, Sech Bhavan (2nd floor) Salt Lake City, Kolkata -700091.
 - II. Sub-Divisional Officer, Salt Lake Sewerage Sub- Division, Sech Bhavan (Ground floor) Salt Lake City, Kolkata -700091.
- d) Date and time of opening of quotation in presence of participants or their authorized representative is on 29/11/2013 immediately after 15:00 hours in the office chamber of the Sub-Divisional Officer, Salt Lake Sewerage Sub- Division, ,Urban Development Department, Sech Bhavan(Gruond floor) Salt Lake City , Kolkata -700091.

5. Scope of Work:

The work involves maintenance and up-keeping of parks and gardens in AE-Block Green Verge(in two parts) and CE-Block Green Verge cleaning of walk-ways inside the parks by sweeping every day , maintenance of fountains, trimming of trees, plants, creepers , grass lawns , watering of plants and grass lawns etc.

The sizes of the parks are as follows:

| SL NO. | NAME OF THE PARKS | LOCATIONS | | SIZE |
|--------|----------------------|------------------------|----|---------|
| 1. | AE-Block Green Verge | From | To | 125*25M |
| | | Near Kestopur khal | | |
| 2. | AE-Block Green Verge | Near Kwaliti Bus Stand | | 150*25M |
| 3. | CE-Block Green Verge | Adjacent to Avenue-2 | | 325*36M |

| SL NO. | NAME | INSTALLATIONS |
|--------|----------------------|-------------------------------------------------------------------------|
| 1. | AE-Block Green Verge | Fountains, toys,walkways,gazebo,cage,playing equipments |
| 2. | AE-Block Green Verge | Fountains, toys,walkways,gazebo,cage,playing equipments |
| 3. | CE-Block Green Verge | Fountains, toys,walkways,gazebo,cage,playing equipments,Rabindra mancha |

The above installations are to be maintained with its total security including trimming of trees, plants grass lawns, creepers etc.

6. General Information:

- a) INTENDING PARTICIPANTS MUST GO THROUGH THE TERMS AND CONDITIONS OF THIS NOTICE INVITING QUOTATION BEFORE SUBMITTING THEIR BID/OFFER. NO CLAIM WHATSOEVER ON ANY ISSUE SHALL BE ENTERTAINED AFTERWARDS .BID/OFFER MUST BE INCLUSIVE OF ALL TAXES AND DUTIES AS APPLICABLE FROM TIME TO TIME AND IN VOGUE.
- b) Intending participants must have at least 50% credential of the quoted amount in executing a single similar type of work in a financial year during last5 (five) years.
- c) Submission of bid/offer/quotation by post is not allowed. Bids/offers/ quotation are to be submitted in the box kept in the different offices as listed above, shall only be considered.
- d) Earnest money of RS.100000.00 (One lakh) only is to be submitted by the participating bidders with their quotation, in the shape of bank draft /pay order/ banker's cheque purchased from any nationalized bank drawn in favor of the Executive Engineer, Salt Lake Construction Division. Payable at Kolkata, without which the bid shall be declared informal. The earnest money submitted by the bidder/quotationer, whose bid//quotation is accepted, shall be

converted into security deposited and shall be returned/ refunded after 06(six) months of successful execution of the work in the field. Unsuccessful bidder/quotationer may submit application for refund of their earnest money deposit to the Executive Engineer, Salt Lake Construction Division, and that shall be released after issuance of work order to the bidder, whose bid/quotation is accepted. No adjustment of any sort of above mentioned earnest money previously deposited for other works will be considered.

e) Additional security money amounting to be 05(five) percent of the total bid amount, including earnest money deposit, shall have to be deposited by the executing agency at the time of executing duplicate /triplicate/quadruplicate copies of agreement of contract. Moreover, remaining amount of security deposit shall be deducted from the running accounts bill of the agency to cover up 10%(ten percent) of the total value of the work executed.

f) **Intending participants should apply for quotation papers in their respective official Letter Heads enclosing self attested copies of that following documents, including one self attested copy of each of the credentials/ documents.**

- i. ST,IT,PT clearance certificate, PAN valid at least up to the date of opening of the quotation .Application for such clearance addressed to the competent authority, subject to production of authenticated receipt may also be considered.
- ii. Completion certificate(s), payment certificate(s) for one single similar work worth at least 50% total value of the Bid/ offer/proposal, executed within a financial year during last five years(to be determined from the actual year of completion considering current financial year as year -1).In the completion certificate name of work . Tender no., actual date of completion (as per MB) and gross financial value of works, are to be mentioned by competent authority. Such certificates are to be counter signed by the Executive Engineer of State Government Departments.
- iii. Failure to produce any of the above documents may be considered good and sufficient reason for non issuance of quotation papers.

6. Any suppression /mis representation of fact will automatically debar the applicant from participating in any tender under the division /Circle for at least 3 years from the date of detection, in addition to such other penal action as the Government may deem proper.

7. Any corrigendum notice that may be issued in connection with this notice inviting quotation shall also form part of the agreement contract. This notice can be seen in the office notice board of undersigned on any working day. It can also be seen in the official websites of U.D. Department. The website is www.wburbandev.gov.in

8. No bid/quotation papers will be issued after expiry of date and time mentioned in the notice.

9. Before submitting bid/offer/quotation, the intending bidders/quotationers should make themselves acquainted thoroughly, with the local conditions prevailing by actual inspection to the park/garden sides and take into considerations all aspects including transportations of materials and communicating facilities, climate conditions availability of local laborer etc. and market rate prevailing in the locality, as no claim. Whatsoever, will be entertained on these accounts, afterwards.

10. Any quotation containing over writing is liable to be rejected.

11. All corrections are to be attested under the dated signature of bidder / quotients without which bid / quotation may be informal.

12. The bidder/quotation who will sign on behalf of company or Firm, must produce registered documents within three days in support of his competency to enter into one agreement of contract in relevant W.B.Firm No.2911, in quadruplicate at their own cost on behalf of the company or the Firm under the Indian Partnership Act, failing which the tender will not be considered and the deposited Earnest Money will be forfeited.

13. Any letter or other instrument submitted, separately, in modification of the sealed bid/quotation will not be entertained.

14. Conditional bid/Quotation, which does not fulfill any of the above conditions and is incomplete in any respect, is liable to be summarily rejected.

15. The bid/quotation accepting authority does not bind to accept the lowest bid/quotation/tender reserves right to reject any or all of the bid/quotation/tender received without assigning any reason whatsoever to the intending bidders/quotationers.

16. The successful bidder/quotationer will have to execute formal agreement in relevant W.B.F.2911 in duplicate, triplicate/quadruplicate copies which will have to be obtained by additional cash payment from the office of the Executive Engineer, Salt Lake Construction Division, Within 7(seven) days from the date of receipt of the intimation of acceptance of his bid/quotation, failing which the Earnest Money submitted shall forthwith stand forfeited in favor of the Government and the communication of acceptance of the quotation shall automatically stand cancelled.

17. The successful bidder/quotation will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules-1972, Indian Electricity Rules-1956 and Indian Electricity Act-2003 and such other Acts as may be applicable as will be in force from time to time.

18. The payment of running account bills, as well as final bill, for the work will be made according to the availability of fund and no claim, whatsoever, due to delayed in payment will be entertained.

7. Terms & Conditions:

1. Parks are to be maintained throughout the contractual period of one year.
2. Grass lawns in the parks are to be properly trimmed and manicured so as to give a good appearance and look.
3. Trees are to be trimmed, periodically to give it a good shape and size, except grown up trees.
4. Dry leaves are to be accumulated everyday and kept in a small dug out and allowed to rot and to be filled up with earth and later on to be used as manures.
5. Grown-up trees and its branches cannot be cut and disposed off without approval of the competent authority.
6. Walk-way within the park area and its lawn are to be cleaned everyday by sweeping.
7. Water body within the park if any is also to be maintained thoroughly and properly.
8. Watering of the plants and lawns are to be done as and when required.
9. Proper care should be taken so as to maintain the existing trees and plants so that those are not withered away due to improper maintenance. If due to improper maintenance any plant dies or lawn is damaged, the same plant of the same size is to be replaced and lawn is to be re-made at no extra cost.

10. The identity card of the persons engaged for maintenance are to be issued by the agency and to be duly got authenticated by the Executive Engineer in charge and should always keep it with them.
11. Stray animals should not be allowed to enter the parks and gardens.
12. Animals and birds, if there be any are to be protected properly so that they are disturbed by the general public including fooding and Medication.
13. No one should be allowed to throw wastage/garbage in the parks and gardens.
14. All toys, play equipments fountains gazebos and benches are to be thoroughly cleaned everyday and washed properly.
15. Plumbing installations are to be properly guarded and in the case of any theft-bib cocks/pillar cocks and other attachments are to be immediately replaced with no extra cost.
16. No one should be allowed to enter the parks and gardens before 6.00 hours and should be asked to leave the parks and gardens within 21.00 hours.
17. Total security of the parks and gardens will be the responsibility of the agency.
18. If the performance is not satisfactory the contract may be terminated within seven days notice to the Agency.

 08/11/13

Sub-Divisional Officer

Saltlake Sewerage Sub- Division